

Themis Epistle

August 2009, Issue 12



Inside this Issue

Welcome to the August issue of the Themis Epistle. This newsletter provides Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis.

Themis news and developments

Themis Upgrade

Work has commenced for our next Themis upgrade which is scheduled for 6 November. The upgrade, will apply the latest technology and security patches to ensure that we keep current with the latest Oracle updates.

In addition we will also upgrade the current Themis training module to a new module Oracle Learning Management (OLM), which will provide improved and extended functionality.

Themis Payroll – Merlin Scholarship Payments

Since the last update in April 2009 on the AUSAID scholarship payments within Themis, we are pleased to inform that the Student Payroll within Themis Human Resources system has now been extended to integrate with the Merlin Student System to process scholarship payments for UOM students.

This integration has been in place since 27 June 2009, and completes the final step in the process of moving all scholarship payments over from the existing Stipend application and infrastructure onto Themis Payroll.

Themis Training Administration – Oracle Learning Management

Oracle has replaced the Oracle Training Administration (OTA) module with Oracle Learning Management (OLM). TTA is based upon OTA, which uses the traditional Oracle forms, while OLM has a self-service look-n-feel. Since June last year, Oracle has not supported OTA.

At the November 2009 upgrade, TTA will be upgraded to OLM, and all Training Administrators will be using the new self-service look-n-feel screens to create courses, offerings, classes, sessions, resources and training enrolments.

Further information regarding training sessions for OLM administrators will be announced closer to the upgrade date.

Management Information System

Management Information System (MIS) is a project initiated by Finance and Planning Group (formerly known as University Planning Office) to provide management with a flexible, easy to use and powerful reporting tool. MIS retrieves data from various sources like Themis and Merlin. Data from these systems is then transformed in an Oracle-based data warehouse to support reporting needs.

MIS has been rolled out to a select group of users, providing information about Profit and Loss GL Balances, FTE, Headcount and Student Enrolment data.

In the next couple of months, MIS will be adding Research information as well as Payroll Costing.

Tender Board

A reminder to staff submitting proposals for the purchase of goods/services to the Tender Board: up-to-date information on the policy, process, membership, forms, etc is available on the Finance & Planning Group website: <http://www.unimelb.edu.au/finops/> (click on the **Tender Board** link under the **Services** section).

Updates from:

- Themis upgrade
- Payroll – scholarship payments
- Themis Training Administration
- MIS
- Tender Board
- Research Systems Project

Training & documentation

- Internal transactions (intermediate) - pilot
- Supervisor Self Service
- Forthcoming training

Hints & tips:

- Security PIN
- Contacts Directory

Research Systems Project

PBC has approved a major program of works in line with the Research Systems Review recommendations. The review of Research Systems, to investigate the suitability of existing Research Systems to meet the strategic and operational needs of the University now and for the next three years, was conducted by Manager, Research Systems, Merren Cliff in conjunction with IS, Finance and Planning and the Library over a three month period.

The review recommended that within the structure of Strategic Research Programme a research information strategy be developed to deliver high quality accessible strategic research information. Over a three year period Themis Research is to be modified and extended to ameliorate the major known problem areas and to include additional data required to support strategic plans. It will be integrated with the Management Information System (MIS), which will be the Research Information Foundation Layer for all University non-operational reporting and analysis.

This work, involving project teams within Information Services, Finance and Planning and the Research Office, includes:

- Data cleansing project
- Automation of publication and grants uploading incorporating performance data needs
- MIS Research data project
- Animal Ethics Annual Reporting functionality
- Redesign and implementation of Grants & Contracts Submissions and Proposals
- New End User Layer to support operational reporting
- Access to MIS generated reports through Themis
- Development of operational reports
- Additional data sets for Themis Research to support research collaboration both within the University and with external agencies
- Incorporation of a Research Project Registry to provide connectivity of data with eResearch data systems

The work will be commenced immediately in order to have major components for Research Performance assessment in place for the SPR 2010 process. Regular progress reports will appear in the Epistle.

Documentation and Training Services update

Pilot training – Themis Finance Internal Transactions (intermediate)

The Documentation and Training Services team are running a pilot training class for Themis Finance data entry and manager users.

This course is designed for staff who are frequent users of the Internal Transactions module in Themis Financials. The aim of the session will be to improve efficiency and understanding of the internal transactions (internal orders, chargeouts and departmental journals) process and system functionality.

The class will run for 3 hours in a computer lab to allow for a hands-on experience. The session will include demonstrations, example exercises and designated time for staff to share their own experiences and recommendations with the system.

If you have questions regarding the pilot training class or wish to provide suggestions for the content of this session please contact ea-training-doco@unimelb.edu.au. Enrolments will be open on Themis Staff Self Service from early September.

- Scheduled class: **Thursday 22 October 2009, 10:00am – 1:00pm**

Introduction to Themis Supervisor Self Service

The next Introduction to Themis Supervisor Self Service training is scheduled for **Thursday 17 September 2009**. The course runs for 2 hours and provides an introduction to the functionality available in Themis Supervisor Self Service. It is suitable for new supervisors who have had limited or no exposure to the supervisor transactions and responsibilities.

Training will cover an overview of Supervisor Self Service functions including: viewing employment, personal contact and leave balance details for staff in your hierarchy, lodging and/or acknowledging EH&S reports, action applications submitted to you including leave, training and timecard. The session will also cover supervisor only transactions including: allocating university property and higher duties allowance.

Enrolments are now open in Themis Staff Self Service.

Forthcoming Themis Training

The following Themis Training has been scheduled (unless otherwise indicated, enrol is via Themis Self Service > Training and Development):

Introduction to Themis Staff Self Service: contact ea-training-doco@unimelb.edu.au to register

- 21 October 2009 – 10:0000am

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au to register

- 17 September 2009 – 2:00pm
- 15 October 2009 – 2:00pm

Introduction to Themis Supervisor Self Service:

- 17 September 2009 – 1:30pm

Themis Timekeeper:

- 13 October 2009 – 9:30am

Themis Cash Receipting:

- 14 September 2009 – 9:30am

Grants and Contracts for Administrators:

- 7 October 2009 – 10:00am (Submission and Proposals – Grants)
- 9 October 2009 – 9.30am (Agreements)

Introduction to Themis Financials:

- 5 October 2009 – 10:00am (Overview)
- 7 October 2009 – 9:30am / 8 October 2009 – 9:30am (Transactions)

Themis Financials – Internal Transactions (intermediate):

- 22 October 2009 – 10:00 am

Themis hints and tips

Updating your security PIN

The recent requirement of all staff to reset their email password highlighted to the Themis Service Desk that not all staff knew their Security PIN (or how to find it), to allow them to log into the Accounts Registration System.

If a staff member has not set a PIN, the default PIN is the last four digits of the primary bank account nominated to HR for payment of salary. An alternative PIN may however be set, which will over-ride the bank details as PIN.

To view or set your PIN

- 1 Log into Themis via your **UOM Staff Self Service** responsibility.
- 2 Select **Security PIN** in the My Information (Update Your Details) section.
If you have set a PIN, it will display in the Security PIN table.

| Security PIN | |
|-----------------------|--|
| Select Object: | <input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Add"/> |
| Select Status | Please enter your 4-digit IT Security PIN |
| <input type="radio"/> | 1234 |

- 3 If you do not have a PIN already, click on the **Add** button to set one.
Note: if you set a PIN, you will not be able to use it to log in to the Accounts Registration System until the following day.

Refer to Recording a security PIN for further details: http://www.themis.unimelb.edu.au/resources/RC_Security_PIN.pdf.

Contact Directory

Recent changes to the Contacts Directory allow the information displayed to be fed directly from the Public Profile in Themis, with staff being able to update their own details when they have changed.

Please note: when updating your work location details (phone number, address, etc) in your Public Staff Profile, changes will take 24 hours to display in the Contacts Directory.

Contributions and feedback

Please contact Marlena Axel: axelm@unimelb.edu.au with any feedback or queries, or if you have information of interest to the Themis community that you would like to contribute.

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/ref_cards.html

To subscribe/unsubscribe to the Themis Epistle Newsletter: <http://www.unimelb.edu.au/cgi-bin/MailServ/pmdf>